



### Health & Safety Policy

I Can Do That! are a Community Interest Company who assist people to move towards and into employment. We do this using a range of training, advice, mentoring, advocacy and 1:1 support.

This policy has been written following guidance from the HSE website and considers circumstances such as lone working, staff training, conflict situations and equipment safety. The policy is relevant to and covers paid/unpaid staff, customers and visitors.

Amanda Moss prepared this policy and it has been decided by the Directors that Amanda is best placed to take responsibility for health and safety issues.

Other company policies that are linked to health and safety and would support this policy are - Safeguarding Under 18's, Safeguarding Adults, Lone Working and Conflict management.

|  |   |  |
|--|---|--|
| This is the statement of general policy and arrangements for:  | I Can Do That! CIC  | Renewed on – 01.09.2025<br>By – Amanda Moss  |
| Overall responsibility for health & safety   | Amanda Moss - Director  | Review Date – 01.09.2026   |
| <b>Statement of General Policy</b>   | <b>Responsibility of (Name/Title)</b>                           | <b>Action/Arrangements</b>   |
| Prevent accidents and cases of work-related ill health by managing health & safety risks in the workplace          | Amanda Moss - Director  | Relevant risk assessments completed and actions arising out of those assessments implemented. Assessments to be reviewed if circumstances change.  |
| Provide clear instructions and information, adequate training, to ensure employees are competent to do their work. | Amanda Moss - Director  | Staff are given necessary health and safety induction and provided with appropriate training (Health & Safety at Work, Conflict Management) to ensure their safety. We will ensure that appropriate arrangements are in place for staff (paid/unpaid) that are required to work off site (remotely). |
| Engage and consult with employees on day to day health and safety matters  | Amanda Moss – Director<br>Lynda Wheeler – Director<br>All staff | Staff routinely consulted on health and safety matters as they arise but also formally at team meetings.   |
| Implement emergency procedures – evacuation in case of fire or another significant incident.                       | Amanda Moss – Director  | Ensure the Fire Risk Assessment is complete and reviewed annually or when significant change occurs. All exits are kept clear and escape routes are well signed and clear. Evacuation plans are tested and updated when required.  |
| Maintain equipment and working conditions to ensure safe use of equipment and resources.                           | Amanda Moss - Director<br>All staff                             | Toilets, washing facilities and drinking water provided. Equipment, environment and electrical leads checked daily for signs of wear and tear/need for repair (all staff).   |
| To ensure that all learners/customers are fully aware of health and safety policy,                                 | All staff   | All learners/customers receive a welcome day induction on their first appointment/attendance with ICDT. This induction includes relevant   |

|   |  |  |
|---|--|--|
| procedures and responsibilities while attending I Can Do That!  |  | policies and procedures including a full explanation of health and safety procedures/responsibilities of both staff/organisation and customers. Other relevant policies are also communicated that relate to health and safety which are Safeguarding, Equal opportunities and IT usage. Customers are informed of how to raise a health and safety concern. |
| To ensure all delivery locations are risk assessed and health and safety concerns are dealt with prior to commencement of delivery of services. | Amanda Moss<br>All staff                 | To conduct a health and safety risk assessment for all outreach locations and lone working arrangements, including a review of personal safety and the ability to remain safe/keep exits clear.  |
| To ensure all service delivery and activities are risk assessed for health and safety concerns prior to delivery.                               | Amanda Moss<br>All staff                 | New ways of working and new projects to be risk assessed as part of the development process to ensure customers are not being put at risk during the delivery of services, whether that be on or off premises.   |
| <b>Signed -</b>   | <b>Amanda Moss - Director</b>            | <b>Dated – 01.09.2025 (reviewed annually)</b>  |
| Health & Safety Law Poster is displayed in -  | Reception (Office1)                      |  |
| First Aid Box is located-   | Reception (Office1)                      |  |
| Accident Book is located -  | Reception (Office1) in the first aid box |  |